



## Request for Reference

This company has applied for participation in the AWI Quality Certification Program (QCP). The Program requires ten trade references confirming the applicant's performance. Please complete this questionnaire and return it to the firm or you may mail or fax it to the address on the right.

**AWI Quality Certification Corporation**  
46179 Westlake Drive, Suite 120  
Potomac Falls, VA 20165  
855.345.0991 Phone  
703.229.1211 Fax  
info@awiqcp.org Email  
www.awiqcp.org

Name of Company asking for a reference: \_\_\_\_\_

Approximate number of years you have done business with them: \_\_\_\_\_

Approximate number of projects you worked on with them: \_\_\_\_\_

Please include your assessment of the following on a scale of 1 to 5 (please circle):

Outstanding 5	Fine 4	Good 3	Acceptable 2	Poor 1	
<b>I. Your assessment of the company's reputation and skill as a woodworker:</b>					
A. Quality of materials and workmanship.	5	4	3	2	1
B. Quality of factory finishing, when included in contract.	5	4	3	2	1
C. Quality of installation, when included in contract.	5	4	3	2	1
<b>II. Your assessment of Integrity as a woodworker:</b>					
A. Competence of advice and guidance during design, proposal and/ or submittal phase.	5	4	3	2	1
B. Competence of management and fabrication teams during project.	5	4	3	2	1
C. Competence of job close out processes, including punch lists and warranties.	5	4	3	2	1
<b>III. Your assessment of reputation for responsibility as a woodworker.</b>					
A. Businesslike proposal and change-order forms and procedures.	5	4	3	2	1
B. On-time delivery of shop drawings, samples, and product.	5	4	3	2	1
C. Prompt and effective corrective action in the presence of problems.	5	4	3	2	1

**Comments:** (Please include a separate sheet for additional comments)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Type of Firm: \_\_\_\_\_

Design Firm

General Contractor

Building Owner/User